

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030053-1

6 May 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 6 May 1977

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1. Recruiting at Indiana University: [REDACTED]
Chief of OTR's Language Learning Center, accompanied Recruiter [REDACTED] to the University of Indiana during the week of 1 May. They planned to interview several candidates for the position of Senior Instructor. OTR is also seeking an advanced degree candidate in the field of Instructional Science who would be involved in the development of curricula and instructional methods. The program at Indiana University is reported to be well suited to OTR's need in this field.

2. Jobs -- A Worldwide Problem: We have noted a heavy upsurge in responses to our advertising in recent months, apparently due to the increased availability of college-trained applicants. College placement officials are acutely aware of this and are now reporting that the unemployment and underemployment of college graduates is a subject of concern in a number of countries in addition to the United States.

One estimate indicates that half of the university graduates in France in recent years have been unable to find suitable jobs. This has prompted the French Government to propose major changes in university education to make it more compatible with the needs of French industry.

The Swedish Government is adopting a series of reforms, beginning in 1977-78, that will relate access to higher education to future needs for workers. Each student will be channeled into one of five vocational sectors based on predictions of the number of jobs that will be required in those areas.

In Australia, the Government is examining "the problem of the relationship between education and the labor market." Both unemployment and underemployment are reported to be greater among Australia's youth than among other groups in the population.

25X1A 3. Black Consortium: Recruiter [REDACTED] of our Washington Area Recruitment Office phoned in from Atlanta on 5 May with a favorable report regarding the Black Consortium which is currently taking place in Atlanta. It is expected that about 2500 people will see the Agency exhibit being displayed. With [REDACTED] and [REDACTED] of NPIC and [REDACTED] of OSI. 25X1A 25X1A

25X1A 4. Hispanic Recruitment: On 3 May, [REDACTED] 25X1A [REDACTED], the Hispanic Coordinator, and Recruiter Bill [REDACTED] briefed about 200 Spanish-speaking program coordinators concerning employment opportunities in CIA for Hispanic-Americans. A special convention is being held in San Antonio, Texas. In an advanced session with the Spanish-speaking program coordinators arranged through the Civil Service Commission, [REDACTED] invited referrals for consideration. Only two Federal agencies were given the opportunity to speak to the Spanish-speaking coordinators, NASA and CIA. 25X1A

25X1A 5. Summer-Only Program: As of 29 April, we had mailed 219 EOD letters to Summer-Only applicants. Firm EOD dates have been established for 185 of these applicants; the first EOD date is 18 May.

25X1A 6. Hire the Handicapped Program: [REDACTED] and [REDACTED] 25X1A of our Staff Personnel Division attended the Annual Meeting of the President's Committee on Employment of the Handicapped on 4 and 5 May 1977.

7. Standards:

a. Modifications and refinements continue to the proposed Agency Supergrade Position Evaluation Guide.

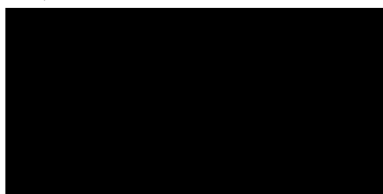
b. Work continues on the Accountant Standard for FES, which is still in the basic research and interpretation stages.

c. The Mail and File (Information Control and Records) Standard is being reviewed by representatives of the four Directorates.

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8. Regulations: We sent the following revisions to Regulations Control Branch for coordination and publication:

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Honor, Merit and Service
Awards
Income Tax

CIARDS (supplemental revisions
to revision)

9. Savings Bonds: The Savings Bonds Campaign has been completed and the Agency did much better than last year. A total of 201 employees signed up for Savings Bonds through payroll deductions, which is 95 more than last year.

10. Blood Donor Day: 160 donated on Tuesday, 3 May.

11. Rehired Annuitants: The following cases were approved for the Directorate of Administration:

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- Independent Contractor, Office of Training, Memorandum of Oral Agreement for one-time use from 28 March - 27 May 1977. [Redacted] is a Department of Treasury annuitant.)

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- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.

Coming Event:

The U. S. Civil Service Commission and the National Association of Suggestion Systems are sponsoring a workshop on 7 June 1977 to be titled "A Workshop in Creativity."

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[Redacted] is a member of the National Chapter of NASS and has been working with CSC and other Chapter board members in planning the program. The workshop will be conducted by Professor Robert Schwarz of Purdue University.

[Redacted]
F. W. M. Janney

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